Public Safety Interoperable Communications Office

ARIZONA ALL-HAZARDS
COMMUNICATIONS UNIT POSITION TASKBOOKS
FREQUENTLY ASKED QUESTIONS

AND

QUESTIONS RELATED TO THE
ARIZONA REGIONAL ALL-HAZARDS
COMMUNICATIONS UNIT RECOGNITION PROGRAM

ARIZONA ALL-HAZARDS COMMUNICATIONS UNIT POSITION TASKBOOKS
FREQUENTLY ASKED QUESTIONS

Q: What is the Position Taskbook (PTB)?

A: The Position Taskbook is used by the authority having jurisdiction and the certifying agency to document that the person to whom the Taskbook belongs meets the standards recommended by the National Integration Center (NIC). PTBs have been developed for designated positions as described under the National Interagency Incident Management System and have been incorporated into the National Incident Management System (NIMS).

Q: What is included in a PTB?

A: Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. [Note: Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulations, and in other work situations.]

Q: Where can I get a copy of the All-Hazards Communications Unit Leader (COML) or Communications Unit Technician (COMT) Taskbooks?

A: Current versions of the Arizona All-Hazards COML and COMT Taskbooks are available online at: http://www.azpsic.gov/library/coml/

Q: What if I started with a different version of the All-Hazards COML or COMT Taskbook?

A: If you have already obtained signatures on an earlier federal version of the Taskbook, you may complete it, as long as it is acceptable to your agency and you complete and provide the Qualification Record found on page 2 of the Arizona Taskbook along with your federal version.

Q: What is my agency responsible for doing?

A: Agency Management is responsible for:
- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

Q: What am I responsible for doing?

A: You are responsible for:
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of PTB initiation.
- Assuring the Evaluation Record is complete.
- Notifying your Agency Certifying Official when the PTB is completed and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

For additional information, please contact the Arizona Public Safety Interoperable
Communications Office by phone at (602) 364-4498 or by email at psic@azpsic.gov.
Page 2 of 6

ARIZONA ALL-HAZARDS COMMUNICATIONS UNIT POSITION TASKBOOKS
FREQUENTLY ASKED QUESTIONS

Q: After successfully completing the COML or COMT training course, how long do I have to complete my Taskbook?

A: The Taskbook must be completed within three years of the end date of your training course. Generally, the date that a Position Taskbook was initiated is the end date of the training course. [Note: Experience from the three years immediately prior to attending the training course may also be documented.]

Q: Does each task in the PTB have to be initialed?

A: Yes. All tasks must be evaluated.

Q: Does each sub-task in the PTB have to be initialed?

A: No. Although all bullet statements within a task that require an action must be demonstrated before that task can be signed off, it is only necessary for the evaluator to initial once for the numbered task to indicate successful completion of the listed sub-tasks.

Q: May I substitute pages from another PTB?

A: No. Substituting pages from another PTB is not allowed.

Q: Who is qualified to sign off as an evaluator on my Taskbook?

A: Appropriate approval authorities for All-Hazards COML Taskbooks include:
- Incident Commanders, Logistics and Operations Section Chiefs
- NIMS-trained COMLs
- Supervisory personnel or other individuals with relevant experience who are qualified to evaluate the requirement being approved

Q: What is each evaluator responsible for doing?

A: Each evaluator is responsible for:
- Being qualified and proficient in the position being evaluated, or in a higher position.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. (Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.)
- Completing the Evaluation Record found at the end of the PTB.

Q: Should the Evaluation Record be filled out for each incident or for each evaluator?

A: Instructions for completing the Evaluation Record are included at the end of the Taskbook. For each incident, fill out a separate evaluator information section, even if the individual evaluated multiple incidents. The information is intended to be presented by incident, not by evaluator, and the incidents should be numbered in chronological order.

For additional information, please contact the Arizona Public Safety Interoperable
Communications Office by phone at (602) 364-4498 or by email at psic@azpsic.gov.
Page 3 of 6

ARIZONA ALL-HAZARDS COMMUNICATIONS UNIT POSITION TASKBOOKS
FREQUENTLY ASKED QUESTIONS

Q: What is the Final Evaluator responsible for doing?

A: The Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) is responsible for signing the Final Evaluator's Verification statement inside the front cover of the PTB recommending certification when all tasks have been initialed.

Q: Who should sign off as the Certifying Official under the Agency Certification section in my Taskbook?

A: "Certifying Official" refers to an Agency's executive or the Agency executive's designee. This will vary, depending on the agency. Examples of appropriate signers include: Agency Heads, Chiefs, and Division/Department Directors.

Q: What is the Agency Certifying Official responsible for doing?

A: The Agency Certifying Official is responsible for:
- Issuing PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTBs as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
- The Agency Certifying Official will then indicate qualification for the position by signing inside the front cover of the PTB.

A key component of the certification or re-certification process is the subjective evaluation by the Agency Certifying Official of an individual's capability to perform in the position.

For additional information, please contact the Arizona Public Safety Interoperable
Communications Office by phone at (602) 364-4498 or by email at psic@azpsic.gov.
Page 4 of 6

QUESTIONS RELATED TO THE ARIZONA REGIONAL ALL-HAZARDS COMMUNICATIONS UNIT RECOGNITION PROGRAM

Q: My agency has signed off on my PTB. Now what?

A: Individuals seeking Arizona Regional recognition for an All-Hazards Communications Unit position may choose to submit application materials, including a complete PTB, to the PSIC Office. The process and requirements described in the Arizona Regional All-Hazards Communications Unit Recognition Procedure (available online at: http://www.azpsic.gov/library/coml/).

Q: How do I submit my completed Taskbook?

A: You must submit your Taskbook and required application materials to the PSIC Office either electronically to psic@azpsic.gov or by mail or in person to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office, 100 N 15th Avenue, Suite 400, Phoenix, AZ 85007.

Q: What do I have to include with my application materials?

A: Applicants must provide the following:

1. One (1) signed copy of the Arizona Regional All-Hazards Communications Unit Recognition Submission Checklist Form including personal contact and Agency Affiliation information [Note: Separate Checklist Forms must be submitted for each position];
2. Written confirmation that all prerequisite training for the All-Hazards position training course has been completed;
3. One (1) copy of the Certificate of Completion from the DHS approved All-Hazards position training course
4. One (1) copy of the completed All-Hazards Position Taskbook (in a form approved by DHS)

Q: What is considered a "completed All-Hazards Position Taskbook"?

A: A complete All-Hazards Position Taskbook must be legible and include the following elements:

- Each numbered task in the Taskbook must be initialed by a qualified evaluator who was present at the incident. [Note: separate initials are not required for each bulleted sub-task.]
- Contact information for each evaluator must be provided in the evaluator information section at the back of the Taskbook.
- Final Evaluator's Verification: Signed verification by a qualified evaluator that all tasks in the Taskbook have been performed and are appropriately documented, and that the candidate has performed as a trainee.
- Agency Certification: Signed certification by an Arizona Agency Certifying Official, confirming that the candidate has met all requirements for qualification in the position and that the qualification has been issued. [Note: If a Taskbook contains an Agency Certification by an Agency that is not an Arizona Agency, the candidate must submit a separate Agency Certification using the Revision of Agency Certification section of the Arizona Regional All-Hazards Communications Unit Recognition Agency Certification Form (available online at: http://www.azpsic.gov/library/coml/) with certification by an Arizona Agency.]

For additional information, please contact the Arizona Public Safety Interoperable Communications Office by phone at (602) 364-4498 or by email at psic@azpsic.gov.

Page 5 of 6

QUESTIONS RELATED TO THE ARIZONA REGIONAL ALL-HAZARDS COMMUNICATIONS UNIT RECOGNITION PROGRAM

Q: What is an "Arizona Agency"?

A: "Arizona Agency" refers to any Arizona police, fire, Emergency Medical Service (EMS), municipal, county, State, tribal, or federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities.

Q: Why is it necessary to submit Agency Certification from an Arizona Agency?

A: Agency Certification is required from an Arizona Agency, because the recognition is being granted in this State. Although the experience documented in the Taskbook may have been obtained in another State, it is necessary for candidates to demonstrate certification from an agency in Arizona.

Q: How should I submit written confirmation that all prerequisite training has been completed?

A: You may submit copies of your Certificates of Completion or a copy of your training record/transcript with your recognition application materials.

Q: What if I move to an agency other than the one that is documented in my PTB?

A: You must provide an Agency Certification from the new agency using the Revision of Agency Certification section of the Arizona Regional All-Hazards Communications Unit Recognition Agency Certification Form (available online at: http://www.azpsic.gov/library/coml/).

For additional information, please contact the Arizona Public Safety Interoperable Communications Office by phone at (602) 364-4498 or by email at psic@azpsic.gov.

Page 6 of 6